

**STATE OF CALIFORNIA
DEPARTMENT OF TECHNOLOGY SERVICES
STATWIDE TELECOMMUNICATIONS AND NETWORK DIVISION
NON-STATE AGENCY SERVICE POLICY**

The Department of Technology Services, Statewide Telecommunications and Network Division (DTS-STND) strives to ensure that quality telecommunications service and commodities are provided to all state agencies to meet their needs in a cost effective, efficient and timely manner. In support of that mission, the DTS-STND, through Master Services Agreements (MSA), offers telecommunications services through CALNET (**California** Integrated Information **Network**), the State's telecommunications network.

Furthermore, the State may periodically negotiate reduced rate contracts/agreements with Local Exchange Carriers(LECS) and Interexchange Carriers (IXCs) for various telecommunications services and/or equipment.

Although DTS-STND telecommunications services and offerings are specifically designed to meet state agency requirements, the DTS-STND may authorize their use by local government or tax-supported agencies as well.

The following policies and procedures for requesting authorization to use CALNET, or authorization to use another DTS-STND State Master Services Agreement have been established by DTS-STND to validate eligibility of the requesting agency and for management of state liability as the Customer of Record.

POLICY/PROCEDURE

Approval from the DTS-STND is required **prior** to the use of any DTS-STND Master Contract/Agreement by non-State agencies.

All requests along with required documentation are submitted on a Telecommunications Service Request (STD.20) and sent to: Department of Technology Services, Statewide Telecommunications and Network Division, P.O. Box 1810 STND F-14, Sacramento, CA 95741-1810.

All entities requesting use of any of the aforementioned services shall certify that they are one of the following:

1. An entirely tax-supported agency;
- and**
2. A non-profit organization.
- or**
3. An agency with a Joint Powers Agreement with an agency that meets the requirements of Items 1 and 2.

Note: Any service authorized based on Joint Powers status must be used solely in support of tax-supported, non-profit agency business and must be discontinued at the termination of the Joint Powers Agreement.

All agencies meeting the above criteria shall, for the purposes of this document, be referred to as an "Authorized User." The DTS-STND, reserves the right to request documentation to substantiate authorization of user status as appropriate. It is the responsibility of the Authorized User to ensure that the contract/agreement being requested will be used only in support of government business.

To obtain authorization solely for the use of the DTS-STND Master Contract/Agreement:

1. Complete a Telecommunications Service Request (STD.20).
2. Attach documentation substantiating "Authorized User" status.
3. Sign and attach the last page of this "Service Policy" indicating you have read and agree with the conditions of this policy.
4. Submit package to DTS-STND.

You will be notified of eligibility following review by DTS-STND.

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**NON-STATE AGENCY SERVICE POLICY
AGREEMENT**

I have read, understand and agree to all policies and requirements of the Non-State Service Policy Agreement (Revision 5/94).

I also certify that the requesting agency meets established criteria for "Authorized User" status.

Violations of any of the requirements stated herein may subject the Authorized User to penalty fees and/or discontinuance of service.

Requesting Agency

Date

Authorized Agency Representative

Signature

Telephone Number